



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 443.8

Job Title: **GIS CONSULTANT**

Pay Grade: 26

### **GENERAL SUMMARY:**

Oversees the Geographic Information System (GIS) training and consulting team and/or programs.

### **RESPONSIBILITIES:**

- Oversees the training and consulting team or program. Schedules and reviews work, trains employees, evaluates employee performance and recommends personnel actions.
- Consults with GIS users and prospective users to develop understanding of GIS and identify applications.
- Develops complex applications and screen menus to support GIS users. Uses Map Objects, ArcView, ArcInfo, Avenue, ARCINFO MACRO LANGUAGE (AML), Visual Basic and C/C++Writes code and documents programs.
- Designs and implements user-oriented databases, application programs and documentation.
- Researches, develops, implements and maintains data layers. Develops user-oriented programs to create and maintain data layers.
- Consults with users and other Geographic Information Systems to facilitate data sharing and resolve data acquisition issues.
- Supervises user-oriented information tools such as the information desk, newsletter and user group.
- Makes GIS presentations to users, prospective users and the public.
- Monitors software licenses and computer maintenance contracts. Develops contracts and serves on evaluation committees.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Geographic Information Science, Planning, Geography, Computer Science or a closely related field.

#### **EXPERIENCE:**

Four years of professional experience working with a comprehensive geographic information system are required. Professional experience working with a comprehensive geographic information system may be substituted for the degree requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

- GIS Operator
- GIS Technician
- Senior GIS Technician
- GIS Analyst
- Senior GIS Analyst
- GIS Consultant
- GIS Manager

*Effective Date: June 2000*

*Revised Date: August 2001*